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06 FEB 1986

MEMORANDUM FOR: Director of Information Technology

FROM: Henry P. Mahoney  
Director of Logistics

SUBJECT: Request for an OIT Contracting Team

REFERENCE: Memo for D/L, from D/OIT, dtd  
31 Dec 85, Subject: Establishment of an  
OIT Contracting Team (OIT 0005-86)

25X1 1. On 29 January 1986, [ ] Acting Chief,  
Procurement Management Staff, Office of Logistics (OL), and  
25X1 [ ] Chief, ADP & Engineering Branch/Procurement  
25X1 Division/OL (ADP/PD/OL), met with [ ]  
25X1 [ ] from your office, to discuss your request to establish  
a contracting team in the Office of Information Technology  
(OIT). As the OL representatives explained, OL currently has  
vacancies for approximately 20 contracting officers, and the  
establishment of a team, as contemplated by OIT, would further  
burden an already overstretched procurement work force. In the  
long run, this would be detrimental to OL, OIT, and the overall  
procurement process.

2. However, the conferees agreed to develop a plan which  
would bring about closer cooperation between the OIT customers  
and the PD/OL contracting officers and hopefully have the same  
effect as having an OIT decentralized contracting team.

25X1 [ ] agreed to identify focal point officers within his  
branch for OIT requirements. Four members of his staff will  
devote their full time to OIT requirements and two people will  
devote half of their time. He also agreed to develop a working  
arrangement with the General Procurement Branch/PD, in which he  
would review the small dollar purchases for OIT now done by that  
25X1 branch. [ ] will also ensure that key members of his  
branch conduct scheduled on-site visits to the OIT customers so  
that collectively the parties can develop procurement plans,  
identify priorities, and come up with solutions to each other's  
problems.

OL-5008-86

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25X1 3. In order to bring contracting officers closer to OIT customers, [ ] agreed to send [ ] the OIT monthly report and include him or his representative in key OIT meetings such as the D/OIT's staff meeting, User Standard Committee meetings, the SAFE bimonthly meeting, or any other meeting involving procurement and procurement planning.

25X1 4. The implementation of this plan will be worked out by [ ] staff. However, I believe that closer cooperation between OIT and OL, as outlined above, will enable both offices to become more effective in fulfilling the Agency's ADP requirements. If, after a fair trial, you are not satisfied with the results of this solution, we will reconsider your request for an OIT contracting team.

25X1 [ ]  
Henry P. Mahoney

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OIT-0005-86  
31 DEC 1985



MEMORANDUM FOR: Director of Logistics

FROM: William F. Donnelly [redacted]  
Director of Information Technology

SUBJECT: Establishment of an OIT Contracting Team

1. OIT requires the close, specialized assistance of a professional contracting team in order to support its activities in the most timely and cost-effective manner. We have held some discussions on this matter with members of your office, and based on these discussions we ask you to designate an OIT team as follows:

a. The team should consist of 5-6 officers and a secretary experienced in logistics work. The senior officer should be a GS-15. The team will serve the office in its entirety, but will report directly to the Deputy Director of OIT - Management.

b. The team should include at least 3 or 4 contracting officers and an auditor. The fifth officer (or sixth) might be a contract security officer. We are prepared to take your advice about the need for a security member of the team.

c. We prefer a delegation of authority similar to that given the DDI contracting team.

d. We probably will locate the team in the [redacted] building when our office takes space there. It is a convenient point between the units that will use the team's services. We would like to form the team as an entity before the space is available because we need their support now.

2. We are prepared to provide up to half of the positions required for the team. In 1986, we can provide up to two positions. Should the team grow to six or more, we will provide the additional OIT positions in 1987. I hope that you will give this request your earliest attention. If you have questions of a technical nature, please contact [redacted] Chief, Management Division, OIT, [redacted] my Deputy Director for Management, will be away until 6 January, but after that date he will be the office referent for this action.

William F. Donnelly [redacted]

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